

FAMILY AND CHILDREN FIRST COUNCIL

FAMILY AND CHILDREN FIRST SCHOOL SITES

CALL FOR PROPOSALS FOR 2009-2010 SCHOOL YEAR

PROCESS

In preparation for the upcoming school year, each FCF Coordinator will be meeting with providers, teachers, administrators, families and students to get their input regarding what types of programs are most likely to be effective in the next school year.

Cost effectiveness of the programs proposed will be taken into consideration by the Council office when determining which programs will be included in the fall. The results of individual agency evaluations will be a significant factor in this determination.

All programs, whether continuation programs or new programs, must be approved by the Coordinator of that school site prior to proposal submission to make sure it fits into their plans and budget for the upcoming school year.

After a provider has received tentative approval from the Coordinator for a program for the upcoming school year, a proposal may be submitted using the format described below.

PROPOSAL FORMAT

Cover Page

Agency name

Agency contact person: include name, phone number **and email address**

List all schools that services are being proposed for

CFP priority program addresses

Number of hours per week per school services are being proposed for and number of weeks per school for one school year contract

Unit rate being proposed

Has proposal been approved by coordinator of each school site you propose to provide services in? Yes_____ No_____ if not, specify why not

Is evaluation outcome form for 2008-09 school year included with your proposal? Yes_____ No_____

Narrative

1. Describe services delivered in site(s) during past year if services were provided.
2. Discuss whether program accomplished what it set out to do. Describe how program related to the Council's priorities.
3. Describe the utilization of services this past school year. Specify numbers served over the course of the school year; also break out into monthly attendance figures and average weekly attendance if applicable.
4. Summarize evaluation results by completing the form you submitted with your proposal for this school year; complete the portion that asks for Results. Attach a brief narrative discussing reasons for any targets that were not met, and plans to improve outcomes next year. **Program evaluation results are to be emailed to fcfc.info@hamilton-co.org along with your proposal.** Describe biggest successes and challenges during past school year.
5. Describe proposed program for upcoming school year; include projected starting date and school or schools in which services are to be provided. Describe who will be responsible

for recruitment and marketing of program. Indicate if there are any changes from program delivered last year and, if so, why.

6. Describe the plan for program evaluation for upcoming school year, using the attached format.

COST OF SERVICE

All services must be billed solely on a unit of service basis. The unit of service and the cost of that unit must be delineated in the proposal. For example, a group that is to be provided weekly should specify the total cost of the group per group session, rather than per hour, per week or per staff member. Preparation time, travel time, supplies, staff salaries, etc. should be included in the cost of the group session and will not be reimbursed separately. Address the cost of service using the following format:

1. Describe the unit of service (i.e. define what constitutes a unit of service), the cost of that unit and how that unit cost was derived.
2. Delineate how many units of service are to be provided in **each** school site per week if services are being proposed in more than one school site. Give estimated start date.
Please note that payment will be based on number of units of service delivered, not the number projected.
3. Specify how many weeks you are proposing to provide services in the upcoming school year in each school site.
4. Describe any additional funding sources for the proposed project. Specify any in kind donations by provider.

EVALUATION

Evaluation results from last year must be included with the proposal; please use the form you prepared for your proposal for this year and complete the section that asks for outcomes. You will also need to complete a new form for your proposal for the coming year. Evaluation forms should be emailed along with your proposal to fcfc.info@hamilton-co.org no later than 4:30 p.m. July 20, 2009.

All proposals must be approved by Family and Children First site coordinators prior to submission. Proposals should clearly list the school or schools for which services are being proposed. All proposals should include name and phone number of contact person for the proposal.

Proposals should be no more than 5 typewritten pages in length, excluding evaluation results and cover page.

Proposal packets should be emailed to fcfc.info@hamilton-co.org no later than Monday, July 20, 2009 at 4:30 p.m. You will receive a notification of receipt electronically.

CRITERIA FOR EVALUATING PROPOSALS

Proposals will be judged on the following items:

- School site's satisfaction with the service during past school year as determined by coordinator in conjunction with school site personnel
- Previous year utilization of service
- Previous year agency evaluation results
- Provider's reliability, cooperativeness and flexibility as rated by the coordinator

- How service fits with site's plan for 2008-2009 school year, i.e. does it meet the needs of the school site and fit with the rest of the Plan?
- Cost effectiveness of service

Providers will be notified in early August whether proposal has been accepted.

New providers should follow the “Guidelines for New Proposals”, which can be obtained on the FCF website at www.hamilton-co.org/hcfcfc/ in the Children First link.